

MILPERSMAN 1640-150

NAVY PAROLEES/SUPERVISED RELEASEES

Responsible Office	NAVPERSCOM (PERS-00D1)	Phone:	DSN COM FAX	882-4444 (901) 874-4444 882-2626
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References	(a) SECNAVINST 5815.3J, 12 Jun 03
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Forms	1. DD 2716-1 (11-99) (PDF-Ext), Certificate of Parole 2. DD 553 (5-04) (PDF-Ext), Deserter/Absentee Wanted by the Armed Forces
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1. **Procedures (Member Not Discharged)**. When a prisoner is granted parole or mandatory supervised release, hereafter referred to as supervised release, by the Naval Clemency and Parole Board (NC&PB) and the member **has not been discharged** the following responsibilities and procedures shall apply:

a. **Brig Officer Responsibilities**. Per reference (a), the brig officer will release the offender on the effective date of parole/supervised release when all pre-release conditions have been completed, e.g., explanation of conditions of parole/supervised release to the offender; appropriate photographs taken; an approved sample taken for Deoxyribonucleic Acid (DNA) analysis if the offender was convicted of at least one qualifying military offense (QMO); sex offender registration if applicable; victim/witness notification if applicable, etc.; and [DD 2716-1](#) (11-99) (PDF-Ext), Certificate of Parole has been received.

b. **Personnel Support Activity Detachment (PERSUPPDET)/
Personnel Office Responsibilities**

(1) Original service/health records of parolee/supervised releasee will be forwarded to and maintained by the Navy and Marine Corps Appellate Leave Activity (NAMALA).

(2) Change **accounting category code (ACC)** as appropriate.

(3) Transfer member temporary duty (TEM DU) to NAMALA, unit identification code (UIC) 47353.

c. **NAMALA Responsibilities.** NAMALA will maintain original service/health records of parolee/supervised releasee.

d. **Procedures when Parole or Supervised Release is Suspended.** In cases where parole or supervised release is suspended by the NC&PB, the following procedures shall be accomplished:

(1) **NC&PB - Directs Return of Violator.** The NC&PB sends NAMALA a letter directing return of parole/supervised release violator.

(2) **NAMALA -**

(a) **Directs Parolee/Supervised Releasee to Report.** NAMALA shall direct the parolee/supervised releasee to report to the brig from which released or other such confinement facility as directed by Navy Personnel Command (NAVPERSCOM), Corrections and Programs Office (PERS-00D1).

(b) **Declares Desertion.** If the parolee/supervised releasee cannot be located or fails to report to the specified brig, NAMALA shall declare the individual a deserter by completing a [DD 553 \(5-04\) \(PDF-Ext\)](#), **Deserter/Absentee Wanted by the Armed Forces**, and forwarding it to the **Navy Absentee Collection and Information Center (NACIC)** per [MILPERSMAN 1600-060](#).

(3) **NACIC -**

(a) **Changes ACC.** NACIC shall then change the parolee/supervised releasee's **ACC to 109** and **shall not** join the parolee to the deserter UIC 41104 as he/she is to remain assigned to NAMALA's UIC 47353.

(b) **Upon Apprehension.** Upon apprehension, NACIC shall escort the individual to the designated place of confinement and change the member's **ACC to 391** per [MILPERSMAN article 1320-300](#).

(4) **NAMALA -**

(a) **Assigns Brig.** Upon completion of the revocation proceedings and where confinement is determined to be continued, NAMALA shall direct the prisoner to a designated brig.

(b) **Transfers Documents.** Per reference (a), original personnel documents (service/health records) and any allied documents of parolee's/supervised releasee's re-confined in the brig following revocation of parole/supervised release shall be transferred from NAMALA to the designated confinement facility.

(5) **Confinement Facility**

(a) **Reconfinement Documents.** The confinement facility maintains original personnel documents (service/health records) and any allied documents of parolees/supervised releasees re-confined (e.g., additional revised victim/witness notification documents).

(b) **Victim/Witness Notification.** The confinement facility shall make appropriate victim/witness notifications regarding revocation of parole and reconfinement.

2. **Procedures (Member Discharged)**. When a prisoner is granted parole or supervised release by the NC&PB and the member **has been discharged** (or discharged while on parole/supervised release), the following responsibilities apply:

a. **Brig Officer Responsibilities**

(a) Per reference (a), the brig officer shall release the offender on the effective date of parole/supervised release when all prerelease conditions have been completed, e.g., explanation of conditions of parole/supervised release to the offender; appropriate photographs taken; an approved sample taken for DNA analysis if the offender was convicted of at least one QMO; sex offender registration if applicable; victim/witness notification if applicable, etc.; and upon receipt of [DD 2716-1](#) (PDF-Ext).

(b) Prisoner records and copies of service/health records of parolees/supervised releasees shall be maintained by the **brig**. Original service/health records of parolee/supervised releasee shall be forwarded to and be maintained by **NAMALA**.

b. **NAMALA Responsibilities.** NAMALA shall maintain original service/health records of parolee/supervised releasee.

c. **Procedures when Parole is Revoked or Suspended.** In cases where parole or supervised release is suspended by the NC&PB, the following procedures shall be accomplished:

(1) **NC&PB - Directs Return of Violator.** The NC&PB sends NAVPERSCOM (PERS-00D1) a letter directing return of parole/supervised release violator.

(2) **NAMALA -**

(a) **Directs Parolee/Supervised Releasee to Report.** NAMALA shall direct the parolee/supervised releasee to report back to the brig from which released or other such confinement facility as directed by NAVPERSCOM (PERS-00D1).

(b) **For Failure to Report.** If the parolee/supervised releasee cannot be located or fails to report to the assigned brig, NAMALA shall notify NAVPERSCOM (PERS-00D1).

(3) **NAVPERSCOM (PERS-00D1) Prepares DD 553.** NAVPERSCOM (PERS-00D1) in turn will prepare and sign DD 553 and forward to NACIC.

(4) **NACIC -**

(a) **Enters into FBI's File.** NACIC shall enter the individual into the FBI's National Crime Information Center (NCIC) Wanted Person's File as a parole violator. The letter signed by NC&PB directing return of the member shall serve as the legal authority to enter the member as a wanted person.

(b) **Upon Apprehension.** Upon apprehension, NACIC escorts shall take the individual to the assigned brig. Funding of all movements shall be coordinated by NAVPERSCOM (PERS-00D1).

(5) **NAMALA -**

(a) **Assigns Brig.** Upon completion of the revocation proceedings and where confinement is determined to be continued, the prisoner shall be assigned to the brig by NAMALA.

(b) **Transfers Documents.** Per reference (a), original personnel records (service/health records) and any allied documents of parolees/supervised releasees re-confined following revocation of parole/supervised release shall be transferred from NAMALA to the assigned confinement facility.

(6) **Confinement Facility**

(a) **Re-confinement Documents.** The confinement facility maintains original personnel records (service/health records) and any allied documents of parolees/supervised releasees reconfined (e.g., additional revised victim/witness notification documents).

(b) **Victim/Witness Notification.** The confinement facility shall make appropriate victim/witness notifications regarding revocation of parole and re-confinement.